



Code: 6607

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Industrial Trades

Series: Metal Working Trades

CLASS TITLE: FOREMAN OF BLACKSMITHS

CHARACTERISTICS OF THE CLASS

Under supervision, supervises journey-level blacksmiths engaged in forging, shaping, and bending metals to fabricate metal parts for use in the repair and maintenance of equipment, and performs related duties as required

ESSENTIAL DUTIES

- Studies blueprints and work orders and inspects jobs to determine work time required to complete jobs and to plan work assignments
- Prepares cost estimates of materials and manpower needed to fabricate new metal parts and complete jobs
- Plans, assigns, and schedules blacksmith jobs based on established priorities and the availability of resources
- Orders materials, equipment, and supplies and coordinates delivery to work shops
- Supervises work in progress to ensure efficiency, timeliness, and adherence to safety procedures
- Inspects fabricated metal parts and components for compliance with specifications and established quality standards
- Oversees the installation of fabricated metal parts to repair and maintain heavy duty vehicles and equipment (e.g., fire trucks, firefighting apparatus, tow-trucks, snow plows)
- Assists in performing complex blacksmith jobs
- Trains staff in work and safety procedures and evaluates their performance
- Works with other trades at job sites to ensure efficiency of operations
- Approves employee time records
- Maintains work records and prepares productivity reports
- Tests new tools and equipment used in metalworking and makes recommendations for possible acquisition

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered blacksmith apprenticeship training program and journeyman status, plus two years of journey-level blacksmith work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to loud noise, fumes or dust
- Exposure to extreme temperatures
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Safety devices or equipment (e.g., cones, barricades, metal plates)
- Standard tools and equipment of the blacksmith trade (e.g., anvil, vise, hammers)
- Measuring tools

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *equipment, tools, and materials specific to the blacksmith trade
- *applicable safety and code standards specific to the blacksmith trade, including OSHA standards
- *use of safety equipment and protective gear

Some knowledge of:

- supervisory methods, practices, and procedures
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the blacksmith trade

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Blacksmith class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *INSTRUCTING - Teach others how to do something
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *REPAIRING - Repair machines or systems using the needed tools

Other skills as required for successful performance in the Blacksmith class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Blacksmith class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Blacksmith class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010